

November 7, 2007

TO: State Board Agenda Subscribers

FROM: Diane Shoener, Director
State Board Office

SUBJECT: **Agenda Subscribers Subscription Renewal**

Pursuant to *NJSA* 10:4-19, all requests for copies of the public meeting agenda expire on December 31 of each year. Therefore, in order to continue to receive an advanced paper copy of the agenda in 2008, your subscription will need to be renewed.

If you wish to continue receiving advanced copies of the agenda by electronic mail, please disregard this memo. The State Board office will continue to send the monthly agenda based on the information you provided back in May, 2004. However, if you wish to update or change the agenda subscription information currently on file, please complete the appropriate section of the attached form and email it to statebd@doe.state.nj.us by **December 14, 2007**. You may also fax it to (609) 633-0267 or mail the attached form to the address below.

Additionally, at its May 5, 2004, public meeting, the New Jersey State Board of Education passed a resolution establishing a fee of \$25.00 per request to receive advanced paper copies of the public meeting agenda. If you wish to continue to receive a paper copy of the public meeting agenda, please remit a check payable to the New Jersey Department of Treasury for \$25.00, along with the attached form, to the following address:

New Jersey Department of Education
State Board Office
River View Executive Plaza
Building 100, P.O. Box 500
Trenton, NJ 08625-0500

For additional questions, please contact the State Board Office at 609-984-6024. Thank you.

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Attachment

c: Members, State Board of Education
 Lucille E. Davy
 Willa Spicer
 John Hart
 Assistant Commissioners

IF YOU WISH TO RECEIVE AN ELECTRONIC COPY OF THE MONTHLY STATE BOARD PUBLIC MEETING AGENDA, PLEASE COMPLETE THIS SECTION AND FAX IT TO 609-633-0267 OR MAIL IT TO THE ADDRESS LISTED BELOW. **PLEASE PRINT CLEARLY.**

NAME:_____

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EMAIL ADDRESS:_____

SIGNATURE REQUIRED:_____

BY SIGNING THIS DOCUMENT, I AGREE TO RECEIVE THE MONTHLY STATE BOARD PUBLIC MEETING AGENDA BY ELECTRONIC MAIL.

New Jersey Department of Education
State Board Office
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BY SIGNING THIS DOCUMENT, I AGREE TO RECEIVE A PAPER COPY OF THE MONTHLY STATE BOARD PUBLIC MEETING AGENDA. ENCLOSED IS MY PREPAYMENT OF \$25.00. *I also agree to pay any returned check fee assessed to the State of New Jersey in the event my check is returned for non-payment.*

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